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Job Title: Expeditor

Based in Riyadh, KSA

Job Summary

Ensure speedy processing of requirements in Government offices to minimize associates' complaints and collective labor disputes as per Saudi Labor Laws and Regulations and company policies.

Role and Responsibilities

1. Responsible in the speedy processing of company requirements in Labor and Passport Offices, Residency permit issuance and renewals, Visas, transfer of sponsorship, etc.
2. communicate additional requirements and status of documents
3. Coordinate with Government Agencies

Qualifications

1. Excellent communication, interpersonal and presentation skills, and demonstrated experience in partnership management.
2. 2- Minimum Experience 4 Years in the same filed
3. 3- Minimum qualifications: High School

To apply, please send your CV via email to careers@connectads.com